



Judicial Council of California

Administrative Office of the Courts

Trial Court Financial Policies and Procedures

Policy No.
Page

FIN 15.02
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INDIRECT COST RATE PROPOSAL (ICRP)

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Indirect Cost Rate Proposal (ICRP)

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(Original 7/06)

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2.0 Purpose

(Original 7/06)

The purpose of this policy is to establish uniform guidelines for the trial court to use in developing an Indirect Cost Rate Proposal (ICRP). The ICRP provides a basis for billing other entities for an appropriate share of indirect costs.

3.0 Policy Statement

(Original 7/06)

1. The trial court will prepare an ICRP annually. The trial court will follow the guidelines contained herein; except a trial court with a multiple rate method approved by a federal entity will be excluded from the guidelines

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contained in Section 6.3, How to Prepare an ICRP (applicable to the simplified method only).

2. The trial court will comply with federal and state guidelines in allocating and distributing costs.

4.0 Application (Original 7/06)

This policy applies to all trial courts, including their officers and employees developing an ICRP.

5.0 Definitions (Revised 9/10)

Refer to the Glossary for the following key terms used in this policy.

Benefits

Indirect Cost Rate Proposal (ICRP)

Simplified Method

PECT-Budget Program Structure; Program, Element, Component, and Task

6.0 Text

6.1 General Information (Revised 9/10)

1. The full cost recovery of services includes all costs directly attributable to an activity, plus an appropriate share of indirect costs that can be attributed reasonably to the activity or service provided. Indirect costs, such as administrative expenses, benefit more than one cost center or program and therefore cannot be readily associated with a specific cost center or program without effort

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disproportionate to the results achieved. Indirect costs are normally charged to other entities by the use of an indirect cost rate and will assist courts when they bill other entities for services.

2. Under United States Office of Management and Budget guidelines, the court must use consistent cost recovery rates across the court's cost centers and programs. There are exceptions, i.e. when the federal government stipulates a particular indirect cost recovery rate in connection with a federal grant, or requests that a separate rate be negotiated for specific programs. Also, indirect cost recovery rates must be adjusted in connection with the court's comprehensive collections program because capital expenditures, including equipment allowances based on capital expenditures, are excluded by statute from recovery.

(Original 7/06)

3. Anyone who prepares, reviews, or approves indirect cost rates or who prepares billings for services rendered to private, local, state, or federal governments either directly or indirectly through other agencies should become familiar with the indirect cost rate proposal procedure. The information detailed in this procedure provides helpful information, including how to identify costs that can be included in the indirect cost rate and those that cannot.

6.2 Method and Basis for Developing the ICRP

1. Two basic methods are used to calculate indirect cost rates, either the simplified method or the multiple rate method. The procedures contained in Section 6.3, How to Prepare an ICRP pertain to the simplified method. In this method, each major function of an entity benefits from its indirect costs to approximately the same degree.
2. An equitable base is required for the allocation of indirect costs. Most ICRPs are developed using the salaries/wages and benefits, as these

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costs are usually easier to identify and they account for the largest percentage of an entity's budget. To establish a standard statewide basis, the courts will use salaries/wages and benefits as the basis for allocating indirect costs and developing an ICRP for each fiscal year.

(Revised 9/10)

3. The type of rate the courts will develop for the ICRP is a fixed rate with a carry-forward adjustment. Initially, the fixed rate is based on the court's budget. There was no carry-forward adjustment included in the ICRP calculation in the first or second fiscal years. In the third fiscal year, the actual costs for the first year will be available. Calculate the carry-forward adjustment by comparing the budgeted first fiscal year indirect and direct figures to the actual costs for that year. The difference between the budgeted and actual amounts will result in the carry-forward adjustment. This adjustment could be either an increase or a decrease and must be included in the ICRP calculation for the third fiscal year. Each year thereafter, as the actual figures become available, compare them to the budgeted amounts and include the carry-forward adjustment on the ICRP Calculation Form by listing it on the ICRP Worksheet.

6.2.1 Court Indirect Costs

1. Court indirect costs include such items as, administration, legal, accounting, information technology, and outside entities providing similar services. In general, indirect costs include:
 - a. Costs of budgeted salaries/wages and benefits of court administrative, supervisory, and executive staff;
 - b. Costs of budgeted salaries/wages and benefits of support units, including accounting, business services, human resources, internal audit, legal, information technology, clerical support, etc.; and

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- c. Costs of operating expenses and equipment associated with the court administrative, supervisory, executive, and support unit staff. These costs will include, but are not limited to, costs for services provided by an outside entity, including county costs, for handling the court's payroll, accounting, information technology, etc.

2. Characteristics of indirect costs include:

- a. Costs that benefit more than one cost center or program;
- b. Costs that are not cost effective either to identify or to allocate to a specific direct cost center or program;
- c. Costs that are necessary and reasonable for efficient administration;
- d. Costs that are authorized and not prohibited by federal, state, or local laws or regulations;
- e. Costs that are in conformity with any limitations or exclusions required by regulations, policy, or grant terms; and
- f. Costs which are consistent with policies, regulations, and procedures apply equally to both federal and nonfederal activities.

6.3 How to Prepare an ICRP (Original 7/06)

The following information provides a brief overview for developing an indirect cost rate utilizing the simplified method and explains, in general terms, how to prepare an ICRP.

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6.3.1 Preliminary Steps in the Preparation of an ICRP

1. Budgeted costs included in the ICRP must ultimately be reconciled with the court's official budgeting/accounting records. The reconciliation process requires the use of detailed budgeting/accounting records such as the Schedule 1, Schedule 7A Salaries and Wages, and Financial Report, or similar budget and expenditure documents. The information in these statements should provide the necessary information to determine that costs have been properly classified as either direct or indirect.

(Revised 9/10)

2. Whenever possible, budgeted costs should be directly allocated to a specific cost center or program. No universal rule provides for classifying certain costs as either direct or indirect under every budgeting/accounting system. Similar costs must be treated in the same manner across the cost center or programs. For example, travel costs should be charged to the benefiting cost center or programs in the same manner court-wide. Specific costs such as storage rent or telecommunications should be directly allocated to all benefiting cost centers or programs, as well as to indirect units, if applicable. For example, telephone line charges should be allocated across all cost centers or programs (direct and indirect) on a reasonable basis such as number of employees. It is important to be consistent. (Note: An entity may require a separate rate for a particular program or project.)

(Original 7/06)

3. Once the reconciliation is complete, a careful examination of budgeted costs is necessary to ensure that all appropriate costs are included in the ICRP and are properly classified as either direct or indirect costs. As part of this examination, the court will identify and document:

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- a. Unallowable costs
 - b. Un-allocable costs
4. To assist the court in determining whether a cost is un-allocable, review the typical characteristics of allocable costs as stated below:
- a. A cost is allocable to each cost objective receiving an appropriate share of the benefits (goods or services) for which the cost was incurred;
 - b. Costs allocable to a particular program should not be charged to other program(s), to make up for funding deficiencies, to avoid restrictions imposed by law or terms of a contract or award, or for other reasons; and
 - c. Costs must be allocable to and not specifically prohibited or restricted by the contract, award, or grant for the private, local, state, or federal entity.

(Revised 9/10)

Note: Unallowable costs will be identified and adjusted on the ICRP Calculation Form. Un-allocable costs (for example, a cost classified as indirect that should be a direct charge) will be identified, and deducted from the indirect costs on the ICRP Calculation Form. In addition, if the un-allocable costs pertain to salaries/wages and benefits, the costs will be added to the direct costs on the ICRP Calculation Form. This will ensure that the costs are properly reflected in the calculation. All items that should be adjusted will be listed in detail on the ICRP Detail Worksheet. This will provide a clear record of all adjustments for use in both the review process and in the calculation of the carry-forward adjustment.

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(Original 7/06)

5. The manner in which costs are charged to and reimbursed by the federal government is governed by regulations published by the Federal Office of Management and Budget (OMB), specifically in OMB Circular A-87. The objective of that circular is to provide specific and consistent principles and standards for determining costs of federal awards carried out through grants, cost reimbursement contracts, and other agreements with governmental agencies. The circular may be obtained online at www.whitehouse.gov/omb/circulars, then click on OMB Circular A-87. You will have a choice of reviewing an HTML or PDF file. Expenses must be identified as either allowable or unallowable. Refer to Allowable and Unallowable Costs for Consideration in the Development of an ICRP, for some factors that will assist in identifying allowable and unallowable costs associated with the ICRP.

6.3.2 Steps in the Preparation of the ICRP Calculation Form (Revised 9/10)

1. Section I of the ICRP Worksheet:
2. Total budgeted indirect costs (salaries/wages, benefits, and operating expenses and equipment for indirect cost centers or programs for all funding sources) are posted on the ICRP Worksheet;
 - a. Deduct unallowable and un-allocable budgeted indirect costs, such as equipment; late fees, capital expenditures, etc. (detail each one on the ICRP Detail Worksheet). Equipment is defined as having a useful life of at least one year and a unit acquisition cost of at least \$5,000. Courts use Major Equipment-Non-EDP and Major Equipment-EDP objects of expenditure to record equipment costing at least \$5,000 for indirect cost centers or

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programs. The indirect equipment costs are not allowed at the full rate; instead, an equipment allowance at a depreciated rate of 6.67 percent is allowed;

- b. Add the 6.67 percent equipment allowance (formula driven), except for the comprehensive collection program ICRP; and
 - c. Courts post the indirect cost carry-forward increase or decrease (beginning with the third fiscal year and thereafter).
 - d. Section I—Total Allowable Indirect Costs. This line contains a formula capturing the total budgeted indirect costs, deducting the unallowable/un-allocable costs, and adding the equipment use allowance.
3. Section II of the ICRP Worksheet:
- a. Total budgeted salaries/wages and benefits (direct and indirect cost centers or programs for all funding sources, including the total state level salaries, wages and benefits paid on behalf of the court for Judges) are posted on the ICRP Worksheet;
 - b. Deduct the total budgeted indirect salaries/wages and benefits; and
 - c. Add any indirect salaries/wages and benefits that should be charged directly to a cost center or program.
 - d. Section II—This line is the Total Direct Salaries/Wages and Benefits.
4. The indirect cost rate is a formula and is automatically calculated in Section III of the ICRP Calculation Form as follows:

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- a. Section I—Total Allowable Indirect Costs divided by Section II—Total Direct Salaries/Wages and Benefits.
- b. The above formula will provide the courts with the indirect cost rate, expressed as a percentage.

The AOC ICRP preparation instructions may be downloaded from Serranus at <http://serranus.courtinfo.ca.gov>.

6.4 Application of the Indirect Cost Rate (Original 7/06)

1. When the court bills any entity (private, local, state, or federal), the applicable indirect cost rate percentage in effect is applied to the direct salaries/wages and benefits listed in the billing, unless the contract, award, or grant prohibits, restricts or “caps” the dollar amount of indirect costs charged. Each billing will include:

(Revised 9/10)

- a. Direct cost center or program charges for salaries/wages and benefits;
- b. Direct cost center or program charges for operating expenses and equipment; and
- c. Indirect costs (based on the percentage of salaries/wages and benefits charged to direct cost center or programs).

6.5 Documentation Requirements (Revised 9/10)

1. An ICRP’s documentation includes the rate proposed, organization charts, cost schedules, financial data, and other supporting documentation detailing the court’s indirect cost distribution method to

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its cost centers or programs. The ICRP must be reviewed and approved by the court executive officer or designee and recommended for approval by the Administrative Office of the Courts' (AOC) regional budget analyst. Refer to the Indirect Cost Rate Checklist Form for additional information and assistance regarding ICRP documentation requirements. If a court is seeking reimbursement directly from the federal government, the ICRP will be submitted to the court's primary federal agency for review, negotiation (where appropriate), and approval after the internal approvals as stated above have been acquired. In this instance, a form entitled Certificate of Indirect Costs is required and must accompany the ICRP. Depending on the circumstances, the federal government may also require additional data.

(Original 7/06)

2. An ICRP that is developed for review and approval by the federal government may be more restrictive than one developed to recover indirect costs for an activity or service provided to a nonfederal entity. If that proves to be the case, it may be necessary to develop a separate ICRP for a specific federal program.

6.6 Responsibilities

(Original 7/06)

The following information highlights the responsibilities of the court, the AOC, and the primary federal, state, or other entity.

6.6.1 Court

(Revised 9/10)

Annually, as soon as practical after the fiscal year budget is finalized and reconciled, the court is responsible for preparing the ICRP. In addition, the court is responsible for complying with federal and state guidelines in allocating and distributing costs, as well as with the

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guidelines contained within this procedure. The court is responsible for sending supporting documentation to their AOC regional budget analyst for review and recommendation of approval, regardless of the method used to calculate the indirect cost rate. The ICRP documentation is subject to audit and must be retained by the court in accordance with the record retention requirements as detailed in Section 6.8, Record Retention.

6.6.2 AOC

It is the responsibility of the court's regional budget analyst to review the court's ICRPs and supporting documentation and to make recommendations to the AOC Director of Finance on each of the court's ICRPs. An approved copy will be returned to the court within 30 days of receipt. The regional budget analyst may contact the court for additional information, if necessary. The AOC will also assist the court by providing clarifying information regarding the ICRP process.

6.6.3 Private, Local, State, or Federal Entity (Original 7/06)

A contract, award, or grant with a private, local, state, or federal entity may prohibit, restrict or "cap" the amount of indirect costs. Typically, a separate ICRP is not required in these instances, excluding ICRP requirements related to the federal government. In most cases, the primary federal agency is the federal entity that provides the largest federal award to the court. The primary federal agency is known as the recognized federal agency; it is responsible for reviewing, negotiating, and approving the ICRP on behalf of all other federal agencies. A federal agency may, however, require a separate, indirect rate for specific programs.

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6.7 Indirect Cost Rate Implementation

(Revised 9/10)

To achieve full cost recovery, each court will apply the applicable indirect cost rate (in effect at the time the billing is prepared) to the total salaries/wages and benefits of direct cost centers or programs, unless an indirect cost rate exception is in effect for the entity being billed (as may be the case with the federal government). Occasionally, a court may receive an award from the federal government that covers a period extending beyond the date of a single fiscal year's approved indirect cost rate. This is likely when the award period does not correspond to the fiscal year of the court. In such a case, the ICRP rate(s) may require negotiation with the federal agency. This may result in multiple indirect cost rates' being applied to billings in a given fiscal year.

6.8 Record Retention

(Revised 9/10)

Generally, records must be retained for current year plus four years from the submission date of the final financial report for that funding period. However, if any litigation, claim, negotiation, audit, or other action involving the records has been initiated before the current year plus four-year retention period has expired, the records must be retained until the action is completed and all issues arising from it have been resolved.

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7.0 Associated Documents

(Revised 9/10)

Allowable and Unallowable Costs for Consideration in the Development of an ICRP

Federal Allowability Determination of Selected Items

ICRP Calculation Form

Indirect Costs Rate Checklist Form

Certification of Indirect Costs

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Allowable and Unallowable Costs for Consideration in the Development of an ICRP

Expenses must be identified as either allowable or unallowable. Most expenditures are allowable; the court will need to specifically track the unallowable costs. Listed below are some of the factors considered in determining allowable or unallowable costs.

Allowable Cost Principles

- Necessary and reasonable for the efficient administration of the private, local, state, or federal government contract, award, or grant.
- Allocable to the private, local, state, or federal contract, award, or grant.
- Authorized and not prohibited by applicable laws and regulations.
- In conformity with any limitations or exclusions required by private, local, state, or federal law, regulations, policy and terms of contract, award, or grant.
- Consistent with policies, regulations, and procedures. In addition, costs must be applied equally to federal and nonfederal activities.
- Treated consistently. For example, a cost must not be charged as a direct cost to a private, local, state, or federal program if a similar cost incurred for the same purpose is allocated to a private, local, state, or federal program as an indirect cost. Another example is final payout costs for staff that have terminated employment. Final payout costs should not be directly charged but should be included in the indirect costs category. Otherwise, all staff's termination costs would require that their time be directly charged to all programs that they worked on during their employment at the court.
- In conformity with generally accepted accounting principles, unless alternative treatment is allowed or approved in private, local, state, or federal law, regulation, policy, or other specific approval document.
- Net of all applicable credits. Receipts or credits must reduce or offset allocable direct or indirect costs.
- Adequately documented.

Unallowable Costs

- Fines and Penalties—Except when (1) incurred as a result of compliance with specific private, local, state, or federal contract, award, or grant provisions or (2) when the court receives advance written approval from the private, local, state, or federal government to bill the entity for the cost.
- Entertainment—Costs associated with entertainment, social activities, sports events, shows, etc.

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- Fundraising—Costs of fundraising, financial campaigns, gift solicitations, and similar expenses regardless of the purpose for which the funds will be used.
- Contingencies—Contributions to a contingency reserve or a reserve for uncertainties.
- Legal Costs—Legal expenses incurred to prosecute claims against the private, local, state, or federal government (or for the defense of legal action brought by the private, local, state, or federal government).
- Lobbying—Costs incurred to influence obtaining contracts, awards, or grants.
- Personal amusement, social activities, or entertainment (outside of activities directly related to functions or purposes, including employee-employer relations, performance improvement, etc).
- Personal social or travel club dues.
- Parking permits for employees or students, unless specifically negotiated and included as a benefit in an approved bargaining union agreement.
- Traffic citations for either personal or court vehicles.
- Personal, non-court-related services or purchases.
- Cost overruns in a private, local, state, or federal contract, award, or grant cannot be charged to another contract, award, or grant.
- Costs disallowed by court policy.
- Accrued leave balances, such as vacation, sick leave, bereavement leave, and holiday credits.

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Costs with Restrictions

- Advertising and public relations are allowable as direct costs for recruitment, procurement, disposal of surplus materials, and any other specific purposes that directly pertain to the private, local, state, or federal contract, award, or grant.
- To provide public or press notification of private, local, state, or federal contracts, awards, or grants related financial matters, and specific activities or accomplishments of the federal program.
- Bad debts are restricted, unless specifically provided for in the contract, award, or grant.
- Cost of membership in civic, community, and social organizations as a direct cost, with the approval of the private, local, state, or federal government.
- Investment advice costs for pension, self-insurance, and other funds. Approval required for funds that include federal participation.
- Federal regulations restrict interest, unless an exception is received to finance previously approved costs to acquire, construct, or remodel buildings or equipment.
- Costs of preparing a federal grant proposal require prior approval of the primary federal agency.
- Advertising and public relations designed solely to promote the court. Any other advertising and public relations costs not specifically approved are unallowable.
- Typically, conventions, meetings, or similar events related to other court activities that are not specifically approved. These include the cost of displays, demonstrations, exhibits, meeting rooms, hospitality suites, and other special facilities for shows and special events (including the salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings).
- Promotional items and memorabilia, including models, gifts, and souvenirs.

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Specific Federal Cost Items

These principles apply whether a cost is treated as direct or indirect. Under the prescribed principles, costs are unallowable if they do *not* benefit federal programs or if they are:

- General government costs, such as elected officials.
- Specifically unapproved (or require approval that has not been secured).
- Contrary to federal, state, or local law and policy.

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Federal Allowability Determination of Selected Items

The following items are excerpts from the Office of Management and Budget (OMB) Circular A-87, Attachment B. The following selected cost items are allowable/unallowable as indicated:		
Selected Items of Cost	Allowable/Unallowable	OMB Circular A-87 Reference
Advertising and Public Relations	Allowable with restrictions	Section 1
Advisory Councils	Allowable with restrictions	Section 2
Alcoholic Beverages	Unallowable	Section 3
Audit Services	Allowable with restrictions	Section 4
Bad Debts	Unallowable	Section 5
Bonding Costs	Allowable	Section 6
Communications	Allowable	Section 7
Compensation for Personal Services	Allowable with specific criteria to support salaries and wages, fringe benefits, pension plan costs, postretirement health benefits, severance pay, and donated services	Section 8 (paragraphs a. through l.)
Contingencies	Unallowable	Section 9
Defense/Prosecution (Criminal/Civil)	Allowable with restrictions	Section 10
Depreciation and Use Allowance	Allowable with restrictions	Section 11
Donations and contributions	Unallowable	Section 12
Employee Morale, Health, and Welfare Costs	Allowable with restrictions	Section 13
Entertainment	Unallowable	Section 14
Equipment and Capital Expenditures	Allowable as direct costs when approved	Section 15
Fines and Penalties	Unallowable (with exceptions)	Section 16
Fundraising Costs	Unallowable	Section 17
Gains and Losses on Disposition of Property	Accounting treatment prescribed	Section 18

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General Government Expenses	Unallowable	Section 19
Idle Facilities	Allowable with restrictions	Section 21
Insurance and Indemnification	Allowable with restrictions	Section 22
Interest and Investment Management Costs	Allowable with restrictions	Section 23
Lobbying	Unallowable	Section 24
Maintenance, Operations, and Repairs	Allowable	Section 25
Materials and Supplies	Allowable	Section 26
Memberships, Subscriptions, and Professional Activities	Allowable with restrictions	Section 28
Pre-Award Costs	Allowable with written approval	Section 31
Professional Services Costs	Allowable with restrictions	Section 32
Proposal Costs	Allowable with restrictions	Section 33
Publication and Printing Costs	Allowable	Section 34
Facilities Rearrangements, Alterations, and Reconversion Costs	Allowable with restrictions	Section 35 and 36
Rental Costs	Allowable with restrictions	Section 37
Taxes	Allowable with restrictions	Section 40
Training	Allowable for employee development	Section 42
Travel Costs	Allowable with restrictions	Section 43

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ICRP CALCULATION FORM
INDIRECT COST RATE PROPOSAL
SUPERIOR COURT OF CALIFORNIA
COUNTY of: FISCAL YEAR: 200X-200X
FIXED RATE WITH CARRY-FORWARD

		Budget Report Reference
Section I		
Indirect PECTs, Programs, and Projects		
Salaries/Wages, Benefits and Operating Expenses & Equipment	0	# 1
Deduct: Unallowable/Unallocatable Budgeted Costs	0	# 2
Equipment	0	# 3a
Add: Equipment Use Allowance	0	# 3b
Section I - Total Allowable Indirect Costs	\$ -	# 4
SECTION II		
Direct PECTs, Programs, and Projects		
Total Salaries/Wages and Benefits (Direct and Indirect)	0	# 5
Deduct: Indirect Salaries/Wages and Benefits	0	# 6
Section II - Total Direct Salaries/Wages and Benefits	\$ -	# 7
SECTION III		
FISCAL YEAR 200X/200X INDIRECT COST RATE		Rate
Section I - Total Allowable Indirect Costs	\$ -	# 8
Section II - Total Direct Salaries/Wages and Benefits	\$ -	0.00%
For billing purposes, the indirect cost rate percentage is applied to direct salaries/wages and benefits only, unless the contract, award, or grant prohibits, restricts or "caps" the dollar amount of indirect costs charged.		

* Equipment allowance of 6.67% of indirect equipment objects of expenditure.

** The initial ICRP is based on budget dollars, and the carry-forward adjustment is actual costs vs. budget.

CERTIFICATION: This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal (identify date) to establish cost allocations or billings for (identify fiscal year) are allowable in accordance with the requirements of the Federal awards to which they apply and OMB Circular A-87, "Cost Principles for State, Local and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently, and the Federal government will be notified of any accounting changes that would affect the rate.

I declare that the foregoing is true and correct.

Approved by: _____ **Date:** _____

Court Executive Officer or Designee

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Section I-Indirect PECTs, Programs, and Projects				
# 1	Salaries/Wages, Benefits and Operating Expenses & Equipment (Amounts below are populated from the FY 200X-200X Schedule 1)			
# 1a	TCTF	Non-TCTF		
	-	-		
	Indirect Salaries/Wages and Benefits Reallocated to Direct Pects (Amount is from the ICRP Detail Worksheet:TABLE #1)			
# 1b	TCTF	Non-TCTF		
	-	-		
	Total	0	0	Total # 1 0
# 2	Deduct: Unallowable/Not Allocable Budgeted Costs (Amount is from the ICRP Detail Worksheet:TABLE #2)			
	-	-		Total # 2 0
# 3	Equipment (from Court Admin PECTs) Deduct Major Equipment (obj no 451.00) (Amounts below are populated from the FY 200X-200X Schedule 1)			
# 3a	TCTF	Non-TCTF		
	Executive	-	-	
	Fiscal	-	-	
	Human Resources	-	-	
	Business & Facilities	-	-	
	Information Technology	-	-	
	Total	-	-	Total # 3a 0
# 3b	Equipment Use Allowance (TCTF & Non-TCTF)			
	6.67%	0		Total # 3b 0
# 4	Section I Total (Total 1- 2 - 3a + 3b=4)			Total # 4 0
Section II-Direct PECTs, Programs, and Projects				
# 5	Total Salaries/Wages and Benefits (Direct And Indirect) (Amounts below are populated from the FY 200X-200X Schedule 1)			
	0			
	Judges' Salaries/Wages & Benefits (State level Judge's salaries/wages and benefits--excluding those amounts already reported in the Schedule 1)			
	0			Total # 5 0
# 6	Deduct Indirect Salaries/Wages and Benefits (from Court Admin PECTs) (Amounts below are populated from the FY 200X-200X Schedule 1)			
	TCTF	Non-TCTF		
	Executive	0	0	
	Fiscal	0	0	
	Human Resources	0	0	
	Business & Facilities	0	0	
	Information Technology	0	0	
	Total	-	-	
	Indirect Salaries/Wages and Benefits Reallocated to Direct Pects (Amounts below are populated from the ICRP Detail Worksheet:TABLE #1)			
	TCTF	Non-TCTF		
	-	-		
	Total	0	0	Total # 6 0
# 7	Section II Total (5-6)			Total # 7 0
Section III-Indirect Cost Rate				
# 8	Total Section I divided by Total Section II			Total # 8 0.00%

Please insert lines in table if applicable.

Judicial Council of California - Administrative Office of the Courts

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INDIRECT COST RATE CHECKLIST FORM

Applicable Fiscal Year:	Date Submitted:
Court Name:	Phone:
Contact Person:	
E-mail address:	
Check the appropriate box	Yes No NA
Is the organization chart attached?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Is the supporting data for costs attached?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Are the official records or reports attached?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Is a copy of the approved budget attached?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Is other cost data attached?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Are all costs reconciled with support data?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Are all schedules cross-referenced to supporting documentation, schedules, and financial data?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Is the ICRP template reviewed and approved by the CEO or designee?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Has the prior-year ICRP been reviewed and compared to current year, to determine accuracy and consistency?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Does the ICRP identify indirect expenses by function and cost category?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
If applicable, are the carry-forward adjustment worksheets attached?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Is a description of major functions or activities attached? A listing of Cost Centers designated as direct and indirect will satisfy this requirement.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Is a list of federal contracts and grants attached? The list must include amounts, period of performance, and the indirect cost limitations or restrictions (if any) applicable to each.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Is the ICRP certification signed and attached?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	Reviewed By:	Date:

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CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal (identify date) to establish cost allocations or billings for (identify fiscal year) are allowable in accordance with the requirements of the Federal awards to which they apply and OMB Circular A-87, "Cost Principles for State, Local and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently, and the Federal government will be notified of any accounting changes that would affect the rate.

I declare that the foregoing is true and correct.

Court Executive Officer or Designee

Superior Court of California
County of _____

Date: _____